



Saint Paul VISTA Program Request for New Proposals □ 2011

The Office of Mayor Christopher Coleman, in partnership with the Corporation for National and Community Service (CNCS), is seeking proposals from organizations interested in hosting an AmeriCorps VISTA member for the 2011-12 program year. Saint Paul VISTA Program members work to close the education opportunity gap and support the education goals of the City of Saint Paul. Specifically, the Saint Paul VISTA Program has the following purpose, to:

1. Improve the quality and depth of learning opportunities available to youth in Saint Paul, and
2. Increase access to high-quality learning opportunities for all Saint Paul children, especially at-risk and vulnerable youth.

Additionally, the City of Saint Paul has laid out the following education goals:

1. 75% of students who participate in out-of-school-time activities will spend three or more hours per week in programs that build their skills as learners, navigators and contributors (as defined by Saint Paul's Framework for Youth Success).
2. Elementary and middle school students who regularly participate in high-quality out-of-school-time programs for two years will demonstrate 3 to 5 percentage point gains on their math and reading MCA proficiency scores.
3. 85% of middle school students who regularly participate in high-quality out-of-school-time programs self-report improvement in work habits and engagement.

VISTA members contribute to these goals by building capacity at their host organizations, focusing on projects in three core program areas:

1. Expanding early childhood education and literacy programs so that all children enter school ready to learn.
2. Enhancing formal and informal learning opportunities for Saint Paul students, including before, during and after school.
3. Informing and preparing students for post-secondary educational and professional opportunities.

Eligibility Requirements

Eligible agencies include private, public, and faith-based nonprofit organizations; local, state, and federal government agencies; and public, private, and charter schools. Each partnering organization or agency is required to contribute an annual \$3,000 cost-share payment to the Saint Paul VISTA Program. These funds are used to contribute to the living allowance and training of VISTA members, as well as supporting other program services.

Application Proposal Materials to be Submitted Include:

Stage 1 □ Proposal and Narrative □ due Friday, January 28, 2011

VISTA projects typically have a 3-year project plan. The proposal and narrative give you the opportunity to shape your VISTA project and document the potential impact that a VISTA member will have on your organization and the Saint Paul community, and to discuss how your organization will utilize the VISTA resource.

Stage 2 □ Project Plan □ due Friday, February 18, 2011

The project plan outlines the goals and objectives for the three-year VISTA project, and is a working document that should guide your VISTA member and the parallel work of your organization. After submitting a proposal application, you will be sent a packet of information on developing a project plan. This is an important piece of the proposal process, and Saint Paul VISTA Program staff will work with VISTA Supervisors to create a project plan prior to the February 18th due-date.

Submission

Application proposal materials must be submitted electronically to the Saint Paul VISTA Program by **Friday, January 28**.

Questions

Contact William Tully, VISTA Program Manager, at 651.266.8582 or william.tully@ci.stpaul.mn.us.

VISTA Proposal, Award and Recruitment Timeline

Saint Paul VISTA Program projects operate on an August-to-August project year.

January 28, 2011	Application proposals due to Saint Paul VISTA Program
February 18, 2011	Project plans due to Saint Paul VISTA Program
March 2011	Applicants notified of proposal status
March 2011	Saint Paul VISTA Program mandatory Supervisor training
March-June, 2011	VISTA member recruitment
June 2011	On-Site Orientation Plan due to Saint Paul VISTA Program
June 8, 2011*	Final candidates selected and VISTA member pre-enrollment paperwork due to Saint Paul VISTA Program
August 2-5, 2011*	VISTA members attend CNCS Pre-Service Orientation (PSO)
August 8-9, 2011*	VISTA members attend Saint Paul VISTA Orientation
August 10, 2011*	VISTA members begin service at their sites

**CNCS recruitment and Pre-Service Orientation dates are subject to change, which can affect member pre-enrollment, Saint Paul VISTA Program Orientation dates and VISTA members' first day on-site.*

On the following pages, you will find the Saint Paul VISTA Program's Request for Proposals – 2011. Completed proposals must be submitted to the Saint Paul VISTA Program on or before **Friday, January 28, 2011**.

Program Contact Information:

William Tully
Saint Paul VISTA Program
Office of the Mayor
E-mail: william.tully@ci.stpaul.mn.us
Phone: 651.266.8582

Mission and Program Goals

AmeriCorps VISTA (Volunteers in Service to America) is a member of the AmeriCorps family of national service programs, administered by the Corporation for National and Community Service. VISTA members are charged with erasing poverty by performing “indirect service” that increases the capacity of their host organizations. VISTA members are provided with a modest living allowance and health benefits to support their full-time, full-year commitment to combating poverty.

VISTA Mission

VISTA members work to build permanent infrastructure in organizations to help them more effectively bring individuals and communities out of poverty. VISTA members are prohibited from engaging in direct service, focusing instead on creating systemic change.

Summary of Member Terms, Conditions, and Benefits

VISTA members receive a living allowance (\$11,232 annually, paid bi-weekly), approved personal and sick leave, medical benefits, training, and a choice of an education award (\$5,550) or an end-of-year cash stipend (\$1,200) in exchange for committing to a year of full-time service. VISTA members serve full-time, and must be available for evenings and weekends, as necessary for their VISTA assignment. **Accordingly, they are not permitted to hold other part-time jobs or attend school full-time.** Additionally, VISTA members do not perform direct service activities, act in a staff capacity, or perform duties that would otherwise be performed by employed workers, and which would supplant the hiring of or result in the displacement of employed workers. VISTAs cannot engage in religious instruction, worship, proselytizing, or other religious activity or engage in electoral activities, lobbying, or participate in demonstrations.

Host Organization Requirements

Host sites must be able to direct the project, supervise the VISTA member, and provide necessary administrative support to complete the goals and objectives of the project. The goals and objectives of the project must be clearly defined and hosts need to be able to demonstrate measurable results.

Host sites need to comply with and/or provide the following:

- An annual, non-refundable, \$3,000 cost-share payment to the Saint Paul VISTA Program for each VISTA member hosted (\$11,232 full cost-share payment for sites in their 4th and 5th project years).
- Active recruitment, effective interviewing and selection of their own VISTA applicants, with support and approval from Saint Paul VISTA Program staff and the CNCS.
- Participation in Saint Paul VISTA Supervisor orientation, work plan development and ongoing training.
- A designated supervisor who will provide daily supervision and guidance to the VISTA member. This person must be available for frequent communication and to meet with the VISTA regularly to discuss projects, goals, and activities.
- Responsibility for the completion of quarterly reports and semi-annual member performance evaluations.
- A comfortable work environment, including reasonable office space, use of a computer, fax, phone and e-mail access comparable to that of paid staff.
- Meaningful work for the VISTA member in accordance with a site-developed project plan that will be mutually agreed to by the host site, VISTA member, VISTA Program staff and the CNCS.
- Support for VISTA member's professional development.
- Active planning for sustaining the project's goals and strategies beyond the VISTA partnership.
- Reimbursement to VISTA member for service-related travel expenses.
- A signed letter of commitment and memorandum of understanding, bearing the signatures of the VISTA Supervisor as well the host organization's President of the Board of Directors, Executive Director, or highest governing authority.

Selection Criteria

Proposals will be judged by using a rubric based on the criteria listed below.

1. The extent to which the proposed project supports the goals of achieving increased **quality** and **access** of programming and support available to Saint Paul youth.
2. The extent to which the proposed project aligns with one or more of the City of Saint Paul's education goals.
3. The extent to which the proposed project aligns with one or more of the Saint Paul VISTA Program's core program areas.
4. The extent to which the proposed project supports the capacity-building and anti-poverty goals of the federal AmeriCorps VISTA program.
5. The extent to which the proposed project identifies a compelling community need, and is an appropriate method of addressing the identified community need.
6. The ability and commitment of the organization to provide a VISTA member with a supportive work environment.
7. The organization's ability and commitment to sustain the project's efforts beyond the partnership.
8. The specificity, comprehensiveness and clarity of all components of the proposed project plan.

Proposal Guidelines and Requirements

Proposals must be completed and submitted electronically on or before **Friday, January 28, 2011**, to:

William Tully
Saint Paul VISTA Program
Office of the Mayor
E-mail: william.tully@ci.stpaul.mn.us
Phone: 651.266.8582



Saint Paul VISTA Program

Host Site Application Proposal □ 2011



Section I: Organization Information

Organization Name:

Address:

City, State, Zip:

Phone:

Fax:

URL address:

Executive Director Name, Title:

E-mail address:

Phone:

List the staff person who will act as the VISTA Supervisor.

Note: this person must be available for daily supervision. S/he will have frequent communication with the VISTA member to discuss projects, goals and actions.

Supervisor Name, Title:

E-mail address:

Phone:

Section II: VISTA Application Information

Applicant type (select one):

- ☐ Private Non-Profit
- ☐ Local Affiliation of a National Organization
- ☐ K-12 School (indicate public, charter or private)
- ☐ College or University
- ☐ Faith-Based Organization
- ☐ Local Government
- ☐ State Government
- ☐ Federal Government
- ☐ Tribal Government
- ☐ State Association
- ☐ Community Action Agency
- ☐ Other, please specify:

How many VISTA members is your organization requesting in this proposal?

Note: Most Saint Paul VISTA projects receive one VISTA member per year.

Does your organization currently host any AmeriCorps members, or has it in the past? If yes, please list the number of members in each stream (VISTAs, Promise Fellows, AmeriCorps State, Senior Corps, etc.), the dates of service, and give a brief description of their projects.

Do you plan to apply for other national service resources in 2011? If yes, please provide information on these potential resources.

Section III: Narrative

1. Please describe your organization's mission. Address how your proposed VISTA project aligns with the missions and goals of your organization, the Saint Paul VISTA Program and AmeriCorps VISTA. Discuss the population your organization serves and the population the VISTA project will serve, if different.
2. Identify and discuss in measurable and quantifiable terms the specific community need(s) your VISTA project will address. Use current statistical data, citing sources when possible, to substantiate the need and include information on the number of low-income people directly affected. Describe current activities your organization is undertaking and discuss how your VISTA project will work to address the community need(s) identified.
3. Describe how your VISTA member will increase your organization's capacity to serve low-income communities. Provide a summary of the general tasks, projects and activities the VISTA member will perform. Describe how the new infrastructure or organizational capacity created by your VISTA project will address the educational needs of the community and contribute to bringing individuals out of poverty.
4. How will your VISTA project improve the quality of and access to learning opportunities for Saint Paul youth, and support the education goals of the City of Saint Paul? Where appropriate, please include information on how you will measure and quantify the results of your VISTA project and the evidence of positive impact.
5. VISTAs work to build capacity within their assigned organizations. The systems and partnerships developed by VISTA members lead to sustainable changes within organizations and communities.

Describe steps your organization will take to ensure the sustainability of the VISTA project, both from year-to-year and beyond the 3-year VISTA project plan. How will your VISTA project's achievements and community impact outlive your partnership with the Saint Paul VISTA Program?

6. Describe specifically how your site will ensure that a VISTA member is successfully welcomed, supervised and supported throughout their year of service. Include plans for on-site orientation, training/professional development opportunities, integration with staff and successful supervision.
7. Describe the qualifications, availability and management style of the VISTA Supervisor, as well as the physical environment your organization will provide for the VISTA. How much time will the Supervisor spend with the VISTA member on a daily/weekly/monthly basis? ***[**Please attach a resume and position description for the VISTA Supervisor to your application.]***

Section IV: Project Plan

Once your application to host a VISTA member has been received, Saint Paul VISTA Program staff will send you a packet of information on developing a project plan. VISTA project plans through the Saint Paul VISTA Program serve as both a working guide for VISTA members during their term of service and as a 3-year map of the VISTA project at your site. As such, project plans are an integral and significant part of the proposal process. As you prepare your proposal application, you are encouraged to think both about the work of a VISTA member on a year-to-year basis and across the scope of a 3-year project plan. Focus on how to make the work sustainable and what capacity building through VISTA partnership could look like at your site.

Beginning in late January, you will have the opportunity to meet with VISTA Program staff to discuss the VISTA project plan for your site, or attend a workshop or webinar on creating a project plan. Finalized project plans will be due to the Saint Paul VISTA Program no later than **Friday, February 18, 2011**.

Saint Paul VISTA Program staff must receive and approve your organization's project plan by February 18th, in order for your organization to be considered for a VISTA placement.

For more information, contact William Tully, VISTA Program Manager, at 651.266.8582 or william.tully@ci.stpaul.mn.us.

Section V: Certification

Application proposals should be submitted to Saint Paul VISTA Program staff electronically. In addition, please print the 'Certification' page, obtain the appropriate signatures and return by mail to Program staff at the address listed below. The 'Certification' page must be postmarked no later than January 28, 2011.

Submission of this application does not guarantee that the Saint Paul VISTA Program will assign one or more VISTA members to your organization, nor does it compel your organization to accept any such resources.

EXECUTIVE DIRECTOR SIGNATURE

DATE

VISTA SUPERVISOR SIGNATURE

DATE

Certification should be submitted to the Saint Paul VISTA Program, addressed to:

William Tully
Office of the Mayor
390 City Hall
15 West Kellogg Boulevard
Saint Paul, MN 55102